

DEPARTMENT OF COMMERCE

Procurement Executive Award

For Excellence In Acquisition

AWARD INSTRUCTIONS

Award Criteria

The DOC Procurement Executive Award for Excellence in Acquisition is given to an acquisition professional to recognize innovation; risk taking; streamlining and/or simplifying the procurement process and procedures; cost savings; surpassing goals; coordination of significant acquisition activities with other bureaus, federal agencies, or commercial organizations; and other significant achievements that result in maximum results and support the goals and objectives of the Department and/or bureau procurement activities.

Eligibility

The DOC Procurement Executive Award for Excellence in Acquisition may be awarded to an individual or team of procurement professionals who are employees of the Department of Commerce. If awarded to a team the total award amount will be distributed among the team members.

Nomination Procedures

Nominations may be made at any level within the Department and must include a detailed description of the accomplishment and quantify the benefits. Accomplishments should clearly link to the DOC Acquisition Community Balanced Scorecard (BSC) as the link between the accomplishment and the BSC measure must be identified in the nomination package. All nominations must include a written endorsement of the Bureau Procurement Official. Nominations should be forwarded to the Procurement Executive Award Coordinator, Virna Evans, Office of Acquisition Management, Department of Commerce, 1400 Constitution Avenue, N.W., Room 1854, Washington, DC 20230.

Frequency and Timing of Award

The Department will request nominations annually for accomplishments through September 30 of the previous fiscal year. Generally, one awardee will be selected; however the Procurement Executive may recognize additional submissions. There is no limit on the number of nominations each bureau may submit. Each bureau is encouraged to submit at least one nomination.

Presentation of Awards

The award recipient will receive an inscribed plaque and monetary recognition of their achievements. If more than one individual is chosen for the award; or if the award is given to a team the cash award will be distributed amongst the recipients. The nominating organization is also encouraged to acknowledge nominees through additional honor awards or monetary recognition.

Guidance for Award Submission

By February 28 each year complete and submit the nomination package to the Procurement Executive Award Coordinator, Virna Evans, Office of Acquisition Management, Office of the Secretary, Department of Commerce, 1400 Constitution Avenue, N.W., Room 1854, Washington, DC 20230.

Procurement Executive



for Excellence In Acquisition

DEPARTMENT OF COMMERCE

Procurement Executive Award For Excellence In Acquisition

AWARD NOMINATION FORM

PROCUREMENT EXECUTIVE AWARD: DATE SUBMITTED _____

PLEASE COMPLETE THE FOLLOWING INFORMATION

If you have any
questions,
please contact the
Procurement Executive
Award Coordinator,
Virna Evans,
vevans@doc.gov, 202-
482-3483.

SEND AWARDS NOMINATION PACKAGES TO:

Virna Evans
Procurement Executive Award
Coordinator
Department of Commerce
1401 Constitution Ave, NW,
Room 1854
Washington, DC 20230
Telephone: (202) 482-3483,
Fax: (202) 482-0546
E-mail: vevans@doc.gov

AWARD NOMINATION DEADLINE:

Deadline for completing
award nominations is
February 28 of each
year



(CHECK THE APPROPRIATE BOX)

☐ INDIVIDUAL NOMINATION ☐ GROUP NOMINATION

INDIVIDUAL NOMINEE:

Name _____

LAST, FIRST, MIDDLE INITIAL _____

Title/Position _____

Bureau _____

Office _____

Address _____

City _____

State _____

Zip/Postal Code _____

GROUP NOMINATION:

Group Member Name _____

LAST, FIRST, MIDDLE INITIAL _____

Title/Position _____

Bureau _____

Office _____

Address _____

City _____

State _____

Zip/Postal Code _____

Group Member Name _____

LAST, FIRST, MIDDLE INITIAL _____

Title/Position _____

Bureau _____

Office _____

Address _____

City _____

State _____

Zip/Postal Code _____

(FOR ADDITIONAL NAMES ADD MORE PAGES)

NOMINATOR:

Name _____

LAST, FIRST, MIDDLE INITIAL _____

Title/Position _____

Bureau _____

Office _____

Address _____

City _____

State _____

Zip/Postal Code _____

NOMINATION STATEMENT

DIRECTIONS: Using the space provided, describe the nominee's contributions toward a contract, project or initiative that qualify him or her for the Procurement Executive Award for Excellence in Acquisition. Prepare a response for each applicable category.

Category 1: INNOVATION

Describe the nominee's implementation of an innovative approach to an acquisition issue.

Category 2: SMALL BUSINESS

Describe how the nominees' accomplishment(s) resulted in substantial small business participation or increased competitive opportunities.

Category 3: VALUE/QUALITY

Describe how the innovative practice lowered prices and/or improved the quality of performance Commerce receives from its contractors.

Category 4: LEADERSHIP

Describe how the nominee has served as a business leader/advisor, focusing on both the customer and the market and bringing the two together effectively.

Category 5: PROFESSIONAL DEVELOPMENT

How has the nominee demonstrated a commitment to professional development, both personally and organizationally?

APPROVALS

HEAD OF CONTRACTING OFFICE:

NAME	TELEPHONE	E-MAIL
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CONCURRENCE: _____
Signature *Date*

BUREAU PROCUREMENT OFFICIAL:

<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove
<input type="checkbox"/>	Approve as Amended	<input type="checkbox"/>	Disapprove with Comments
<input type="checkbox"/>	Approve with Comments		

NAME	TELEPHONE	E-MAIL
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SIGNATURE: _____
Signature *Date*

COMMENTS:

FOR USE BY PROCUREMENT EXECUTIVE AWARD COMMITTEE

Date nomination received _____

☐ Acceptance

☐ Non-Acceptance

Date notification sent to nominee _____